



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

April 22, 2004

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Yvonne Brathwaite Burke
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

ASSISTANT AUDITOR-CONTROLLER PROMOTION EXCEEDING A 10 PERCENT INCREASE

Consistent with the August 4, 1998 Board-approved policy on managerial salaries, we have reviewed and recommend Board approval of the Auditor-Controller's (A-C) attached request for the promotion of John Naimo to the position of Assistant Auditor-Controller at an annual salary of \$124,296.48. Board approval is required as the recommended salary increase exceeds 10% and is above the control point of the budgeted R-14 item. The requested salary reflects a 12.1% increase from Mr. Naimo's current annual base salary of \$110,880.00.

Mr. Naimo is qualified with over 25 years of A-C experience and has been performing in an acting capacity since the former Assistant Auditor-Controller, Pat McMahon, retired last month. He will oversee the A-C's Accounting and Disbursements Division as well as the implementation of eCAPS.

Mr. Naimo will be promoted to a vacant and budgeted item that is critical to the mission and organizational goals of the A-C. The requested increase will provide parity with the other Assistant Auditor-Controller, Maria Oms, who is currently compensated at a rate of \$124,337.72 annually.

Based on this information, we recommend that the A-C's request be approved. In accordance with the policy on managerial salaries, please advise this office if you would like this request placed on an upcoming agenda for Board action. Unless otherwise instructed by May 10, 2004, we will authorize the A-C to proceed with this appointment.

Please contact Eric Sink of my staff at (213) 893-1246, if you have any questions.

DEJ:DIL
ADC:ES:lbm

Attachment

c: Auditor-Controller
Director, Department of Human Resources

Naimo Auditor-Controller Promotion.I



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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LOS ANGELES, CALIFORNIA 90012-2766
PHONE: (213) 974-8301 FAX: (213) 626-5427

J. TYLER McCaULEY
AUDITOR-CONTROLLER

April 9, 2004

TO: David E. Janssen
Chief Administrative Officer

From: J. Tyler McCauley
Auditor-Controller

Subject: **ASSISTANT AUDITOR-CONTROLLERS**

John Naimo

As per our earlier discussion, I am requesting approval to promote John Naimo to the unclassified position of Assistant Auditor-Controller. Mr. Naimo's knowledge of the County's accounting system and its relationship to budgeting is unsurpassed in the County, and he constantly brings accounting and budget issues to light that are critical to the integrity of the County's financial operations and the accuracy of its financial reports. His input is continually sought by the highest level staff including the CAO, Department Heads, and Board deputies.

Mr. Naimo will be specifically assigned to oversee the Department's Accounting and Disbursements Divisions. In addition, he will be spending a very large portion of his time on eCAPS, overseeing the enhancement of the usefulness of CAPS and payroll information through the data warehouses to maximize the availability of financial, budget, and payroll data to the CAO and departments. He will also continue to be responsible for improving the quality of financial and budget data through his ongoing analysis of the accounting records. Mr. Naimo will be responsible for training a successor Chief over the Accounting Division.

Mr. Naimo's current base salary is \$110,880.00 annually. Based on our recent discussion, and your agreement, I am requesting Mr. Naimo be given a 12.1% increase upon his appointment which will increase his annual base salary to \$124,296.48.

Maria Oms

I am also requesting your approval of a 2.75% MAPP pay adjustment for my Assistant Auditor-Controller, Maria Oms. This action would be taken in accordance with County Code Section 6.08.335(H).

With this adjustment, Ms. Oms' current Range 14 annual base salary of \$121,009.95 would increase to \$124,337.72. This request is supported by Ms. Oms' overall Exceptional Performance rating achieved in the MAPP year ending 2003. This rating was specifically assigned due to her success in overseeing the development of the new County Contract

Management System; her development of a plan detailing work required to ensure a complete inventory of the County's infrastructure assets; her coordination and implementation of Measure B, which resulted in adding the parcel tax on the 2003 property tax bill; her duties on the Claims Board, her work with the 1st District, County Counsel, Public Works and the Superior Court in the highly visible "Red Light Traffic Camera" project; and her responsibility for key Department Divisions including Countywide Payroll, Systems Division, and Property Tax. Ms. Oms also played a key role in developing the Performance Counts! indicators for our Department.

In summary, Ms. Oms' degree of responsibility overseeing high priority projects, while ensuring the smooth day-to-day operation of the complex divisions under her direction, her exemplary leadership and her overall level of performance as an executive manager in this Department warrant this salary adjustment.

If you have any questions, please call me.

JTM:kzr